



SAMPLE SHIPPING

- a The day you collect your samples, please **notify California Overnight Shipping at 1-800-334-5000** of your request for a pick up **as soon as possible but no later than one (1) hour after you collect your samples.** California Overnight will arrange to pick-up your site's stormwater samples within 24 hours of notification.

SAMPLES MUST BE RECEIVED BY THE LABORATORY WITHIN 48 HOURS OF SAMPLE COLLECTION

- b After you have collected your samples, carefully pack them into the ice chest, using the packing material provided and any other packing material you may have available. Take special care to pack the containers to prevent breakage during shipment. **Remember** to replace the frozen ice packs back into the ice chest;

THE SAMPLES MUST BE KEPT COLD DURING SHIPMENT

- c In the first "**RELINQUISHED BY**" block located in the lower left-hand section of the COC/Sample Log form **sign your name and write the date and time you released the samples** for shipment to the Lab;
- d Place the white copy of the completed Chain-of-Custody/Sample Log form inside a zip-lock baggie or dry envelope. Place the closed baggie or envelop inside the ice chest.
- e Ensure that the following items have been securely packed in the ice chest prior to shipment to the testing laboratory:
- 1 Filled and labeled sample containers;
 - 2 Plastic baggie or envelop with the white copy of Chain of Custody/Sample Log form; and
 - 3 Frozen ice pack and packing materials
- f Place the lid on the ice chest. **Please label the ice chest with your facility's name, phone number and address.**
- g Release the sample kit to the California Overnight courier for delivery to the lab
- h **Fax or mail** a copy of the completed COC/Sample Log form to **ECMS at the time your kit is shipped to the laboratory.** In the lower right corner of the COC/Sample Log form record the date/time you submitted a copy to ECMS. Keep a copy of the completed COC/Sample Log for your records

